



DESE

Missouri
DEPARTMENT OF ELEMENTARY & SECONDARY
EDUCATION™

FOOD & NUTRITION SERVICES

August 29, 2023

Temporary DESE Food and Nutrition Services Phone Number

The DESE Food and Nutrition Services main contact number has temporarily been changed to a new number for LEAs calling the main line. Effective immediately, when contacting the FNS main office, dial

573-751-8673

The old, 573-751-3526 line is still active, but has recently been experiencing a high volume of calls from families concerning the Pandemic Eligibility Benefits Program (P-EBT). The best mechanism for our office to continue to address P-EBT calls was to create a phone line specific for these callers.

If you are needing assistance from DESE Food and Nutrition Services office please contact us at 573-751-8673. We also encourage you to reach out to the [Nutrition Program Specialist in your region](#) for program specific questions. In addition, here is the [office contacts information](#) for all other program contacts.

USDA Announces New Round of Supply Chain Assistance Funds for School

Supply Chain Assistance for Rounds 2 and 3 is still available. If you have not completed the survey to receive the funds, the survey has been extended through 5 PM on September 8th. You will not receive the funds unless you complete the [survey here](#). LEAs that HAVE completed the Rounds 2 and 3 Attestation [are on this list](#) - please review this list that was updated on August 22nd before you complete the survey again.

This funding is being provided to address elevated food and labor costs that continue to affect school meal program operators.

- Access the webinar here <https://vimeo.com/828397002/2f1ac92085?share=copy>.
- The slides posted are here <https://dese.mo.gov/media/pdf/lets-talk-tuesday-supply-chain-assistance-slides>
- Review the updated FAQ document posted on our website here <https://dese.mo.gov/media/pdf/supply-chain-assistance-sca-frequently-asked-questions>

Round 4 funds are coming soon - schools that have completed or do complete the [survey](#) prior to the deadline on September 8th, will automatically receive round 4 funding.

2023-2024 School Nutrition Program (SNP) Application Packet Information

Application Packets are ready for the Authorized Representative to complete for the 23-24 SY. To access

your packet, please login to DESE Application Sign-In (DAS) and complete the Application Packet for the 23-24 SY. **Please note:** you will be unable to submit a claim for reimbursement until your packet has been approved. In order for your packet to be reviewed for approval, you will need to click the Submit for Approval button. For assistance with your packet, please contact your regional Nutrition Program Specialist.



The **Food Safety Inspections Report** is available within your SNP Application and this is due on **September 15**. This report **must** be completed prior to submitting the first claim. See the image below for instructions on how to access the report. For additional due dates please review the Food and Nutrition Services Calendar.

Food Safety Inspections

To access the Food Safety Inspections report, click Applications in the dark blue bar then Food Safety Inspections from the list of applications.

Click Modify. Once data has been entered for each building, click Save. Click Edit to return to the Food Safety Inspection, or click Finish to return to the Application Packet.

Food and Nutrition Services



FY 2023 NSLP Equipment Assistance Grant Information

The FY 2023 National School Lunch Program (NSLP) Equipment Assistance Grant Application, letter and additional information will be **available soon!**

Missouri's FY23 State Funding Allocation is for \$507,821. The Equipment Assistance Grants will be especially effective in supporting School Food Authorities (SFAs) by enabling them to meet equipment needs, which have continued to experience supply chain disruptions in operating school food service.

DESE, FNS will use the Competitive Application Process this year once all eligible applications have been received. (Applications will NOT be awarded based off of Free and Reduced Percentages.) You can see this criteria outlined below:

- [Provided is a list of schools](#) that previously received American Recovery and Reinvestment Act (ARRA) of 2010, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021 and 2022 Equipment Assistance grant funds; therefore, are not eligible for this grant.
- All LEAs may apply.
- Selection criteria factors may include, but are not limited to the following:
 - Age of food service equipment or lack of appropriate items

- o The availability of existing local funding for equipment purchases
 - o Strategies for adopting lunchroom changes that provide more convenience and appeal to the student
 - o Opportunities to realize meaningful impacts on nutrition and quality of meals
- Grant application must be completed in its entirety. Incomplete applications will be disqualified. All applications must be signed.
- The questions in the Focus Area of the grant application must address the need for equipment assistance in schools participating in the NSLP.
- Grant application must be submitted by the due date. There will be no exceptions.

DESE, FNS will send an email and post to the web when the application is available.

Important School Nutrition Requirements and Resources

- **Adult Meal Pricing worksheets** have been posted here - [Adult Meal Prices | Missouri Department of Elementary and Secondary Education \(mo.gov\)](#). There is also a Q&A on pricing adult meals on the webpage.
- **School Lunch Menu E-Poster** - [This resource](#) is designed for school nutrition programs to display daily lunch menu options and remind students to eat a variety of foods while building a reimbursable meal. The [fillable pdf file](#) can be used for electronic message boards, webpages, and social media or can be printed and displayed in sign holders.

Farm to School News

Local Food Cooperative (LFS) Grant

Local Food for Schools Program Announcement webinar was held on May 11, 2023. The recording can be found [here](#). And the application for schools to apply is [here](#). LEAs must complete the application and email the written plan to Barbara.Shaw@dese.mo.gov

The 2023 Farm to School Census is coming soon. We need your response - here are some [resources](#) to help you prepare.

October is Missouri Farm to School Month. In celebration of Farm to School Month, States throughout the Mountain Plains Region (CO, MT, MO, KS, NE, ND, SD, WY) are competing to see which State can get the most “crunches” into a local apple, or other local produce, per capita. As a Crunch Off participant, you will join students, teachers, farmers, parents, community members, and local food enthusiasts in celebrating the wonderful produce Missouri has to offer. Your crunch efforts will encourage healthy eating and support local agriculture while celebrating Farm to School Month and shedding light on the wonderful efforts of our Child Nutrition partners. **Scan the QR code below to register!**



#NSLW23 will be celebrated October 9-13, 2023.

It's never too early to get ready for NSLW! School Nutrition Association (SNA) has developed a variety of tools and resources to orchestrate a stellar celebration of school lunches. Here are some [resources](#) to help you get started! Additional information will be provided in a September Newsletter.

Annual Civil Rights Training

All LEAs administering School Nutrition Programs are required to provide civil rights training for all frontline staff and supervisors who deal with School Nutrition Program applicants and participants. Examples include cooks, servers, cashiers, lunchroom supervisors, clerks and administrators. Staff must be trained at least one time per year and documentation of the training must be kept on file at the local level.

The [Civil Rights PowerPoint presentation](#) and [training documentation](#) are available on the [Civil Rights page](#) of the [Food and Nutrition Services website](#). Additional information concerning Civil Rights is also available on the site.

And Justice For All Posters - Child Nutrition Program operators must be using the green poster, official name AD-475A. These 2019 posters should continue to be displayed until the 2022 poster is printed by USDA and shipped out to State Agencies and are expecting to be right after the start of FY 2024 (October). DESE no longer has any supply of green posters.

USDA Foods Update

Tyson, Pilgrims and Rich Chick's Fee for Service Deliveries – Some deliveries for these processors may have been delayed in August and should be available in Gold Star accounts for delivery in September.

Delivery Charges - Please read the [delivery charges notification](#). DESE FNS must make changes to the way we deliver commodity items to school districts. In the past we have been able to fully cover delivery costs for public school districts, but due to price increases in fuel and labor, the funds we have to operate this program no longer cover the entire cost. We must now request public school districts to pay a portion of the delivery fee. If additional funds become available during the school year, DESE will work with Gold Star Foods to credit delivery costs when possible.

Beginning in the 23/24 SY, ALL school districts will begin paying a per case delivery fee.
Delivery Cost: Non-Public Districts -\$5.69 per case Public Districts - \$2.00 per case

For accounting purposes, delivery expenses should be coded to **6391 Other Purchased Services**.

Commodity Deliveries for 23/24 SY – In order to receive a commodity delivery, each school district must have a Gold Star Online Account and must "order" the items they requested on their USDA Foods Packet using that Gold Star Ordering feature. Each district's monthly order must be placed by the Tuesday prior to your delivery week. Items may be added to your initial order until 2 days prior to your scheduled delivery date by reaching out to your Gold Star Account Specialist. Any commodity items remaining in your Gold Star account from the 22/23 SY will be automatically force-shipped if you have not selected them for delivery.

Fee For Service items that are not selected and delivered in the month requested on the USDA Foods Packet, will be force shipped to your district the following month.

Direct Delivery (Brown Box) cheese items not selected and delivered in the month requested on the USDA Foods Packet, will be force shipped to your district the following month.

Cancelled and Adjusted USDA Foods - This listing is updated for the 23/24 SY. Please reference this as you place your Gold Star Commodity Orders. [USDA Foods | Missouri Department of Elementary and Secondary Education \(mo.gov\)](#)

Bonus Entitlement Available for 23/24 SY

Bonus food are items that do not draw down the entitlement that you received when you completed the annual USDA Foods Packet. They are additional foods available to all LEAs that participate in the commodity foods program on a first come, first serve basis. We are offering 3 Bonus opportunities this school year.

1. Direct Delivery (Brown Box)- We have ordered additional truckloads of some of the most popular direct delivery items and will be offering them at different times throughout the school year. School districts may request these bonus foods using a new advertisement feature on the Gold Star website.

Gold Star Advertisement Feature – When logged into your Gold Star account, the blue bar on the left side of the screen has a heading called USDA Direct Delivery. Underneath it is the “Advertisements” link where all Bonus foods available can be viewed and requested. District can also use this feature to offer others any direct delivery items they cannot use this school year that are still in their Gold Star Live account. If items are not requested by another district, the district offering the items will be responsible to take delivery of the products. Complete instructions are included on the USDA Foods website under *Gold Star Training Videos - Advertisements*.

Please request only the amount of bonus direct delivery items that can be immediately accepted and stored. Once bonus requests are approved they will be moved into each district's Gold Star Live account. Bonus foods must be included a on a district's next Gold Star delivery.

2. DOD Fresh - LEA's that processed DOD Fresh may request additional bonus dollars be added to your accounts when you have depleted what was processed. Also, LEA's that did not process DOD Fresh may request bonus dollars that we will provide as long as bonus is available. To request Bonus DOD Fresh, please reach out to our DESE Donated Foods Team – donatedfoods@dese.mo.gov.

3. Net Off Invoice - To utilize this bonus option, you must have a commercial distributor that pounds can be designated to and who will provide the items requested by the LEA. LEAs that are processing via Net Off Invoice may request additional bonus pounds as available – availability will vary by processor. We will also allow LEAs to request bonus pounds from processors you did not select on your packet if bonus pounds are available. Competitive procurement will be required. To request bonus NOI please reach out to the processor you are interested in. They will be able to provide bonus pounds if they are available.

Please take advantage of these Bonus commodities and remember that they provide an opportunity to recover lost entitlement when Direct Delivery (Brown Box) items are cancelled.

New and Updated Resources

Gold Star Training Videos – Videos on Gold Star Account Functions and Reports are available on our USDA Foods Website

Missouri USDA Foods Program Procedures Manual – Our Procedure Manual has been updated and can be accessed on our USDA Foods website

Commodity Calendar – To outline suggested commodity activities throughout the school year we've created a commodity calendar.

Commodity Direct Delivery (Brown Box) Tracking Tool – To assist districts in tracking their brown box foods deliveries each month, we've created a tracking tool that mirrors our USDA Foods Order Form. This tool can be downloaded and saved on your desktop, or printed if you prefer, and used as you receive your commodity orders. The Procedure's Manual, Commodity Calendar and Tracking Tool are available under Resources on our USDA Foods website: [USDA Foods | Missouri Department of Elementary and Secondary Education \(mo.gov\)](#)

Past Newsletters

Missed a past newsletter or need to access them again? You can find them all on our [Food and Nutrition Services Newsletter page!](#)



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